

BILLING TYPE CODE:	One of three characters: 6 – for Caltrans fee permits. 7 – for City and County issued permits. N – for fee-exempt permits.
PERMIT TYPE CODE:	A two-alpha character designating the type of encroachment as shown in the Permit Fee Schedule.
CHRONOLOGICAL NO.:	A four digit, serially issued number from 0001 to 9999, starting with 0001 each calendar year. An electronic numbering machine is used to stamp the application form, with a permit number when the applicant pays the fee or deposit. The district Accounting Office controls the setting of the machine number.

Each district has a Simplex numbering machine to number the permit application in the format illustrated below. The first two of the six digits represents the year the application is accepted. The last four digits are the chronological numbers of the application. The Permit Type Code is entered manually. The Billing Type Code is indicated by manually striking out one of the two symbols 6 or N.

<b>SIMPLEX STAMP</b>		
— — Year	— — — — Chronological Number	
— — District	6 7 N Billing Type Code (cross out two)	— — Permit Type Code

At the start of each calendar year, the Simplex machine must be reset so the correct year is indicated and the chronological number is adjusted back to 0001.

### 201.5 Processing Applications

California Streets and Highways Code require the Department to either approve or deny a permit application package within 60 calendar days after it has been determined complete. The Office of Encroachment Permits has established functions, such as a 45-day working period, to ensure compliance of statute requirements. Another, is the Encroachment Permits Tracking System (EPTS database [see Section 201.6]) to track the status of the permit application packages, within these time periods required by statute.

The District Permit Engineer or an assigned representative, acts on behalf of the District Director in determining whether or not an application package is deemed complete. What constitutes a completed application is subject to the determination of the Department, in compliance with Statute 671.5 of the Streets and Highway Codes. The law states an application is complete when

all other statutory requirements, including (CEQA), have been complied with. The term statutory requirement includes both federal and California statutes.

The office permits engineer is responsible for determining which departmental branches will review the application package for completeness. All reviews are due back within ten working days from the day of distribution. If the review and comments are not completed within the allotted ten working days, the office permits engineer should compile all existing comments from the other reviewing branches, into a letter to the applicant, informing the applicant that the application package is incomplete and of the needed revisions. Sending a letter to the applicant informing them of the incompleteness and of the requested revisions starts a new sixty-day clock.

#### **201.6      Tracking Permit Applications**

The Encroachment Permits Tracking System (EPTS database) provides informational reports to departmental staff regarding the status of existing application packages and ongoing permits, it also provides information on resources expended on each individual permit. The database assists management to ensure that statutory time constraints are complied with, and that reviews are on time.

Districts are responsible for maintaining the integrity of the database. Any unauthorized modifications to the database could result in non-retrievable functionality and loss of data. All complications with the database shall be reported to the District and Headquarters Information Technology Service Coordinator.

The District Permits Engineers assign the responsibility of data input and maintenance of the database to members of their staff. These staff members provide weekly reports to the office permits engineers with the most current information on the progress of application packages, and existing permits that they are responsible for (see Table 2.3).

### **202      REVIEW PROCESS**

The Encroachment Permit Application Review form (see Appendix D) is used for transmitting a proposal for encroachment to other inter-departmental units for review. The reviewing unit must fully detail its comments about the proposal and list the number of expended hours of review.